Sage 200 Online

Open up to more

Insight
support
choice

Contents

Open up to more

Cloud Computing
The world is changing

New technologies are defining the way you run your business. Many businesses are using mobile technology, or moving their IT to the cloud. But what is cloud computing, and why has it created such a buzz?

When you use cloud computing, you access your company data and applications online - meaning it is available anywhere and at anytime. Cloud computing means that instead of IT being equipment and software you buy and own, it becomes a service – or a set of services – you for pay each month.

Some companies use the cloud for practically everything. Others use it for specific business functions, such as helping their sales team log leads and keep track of calls, whilst out in the field.

However businesses choose to use the cloud, it can bring extra flexibility, mobility and security to their company, and that's why it's worth investigating.

The world is changing. More and more organisations are putting their whole business in the cloud and going online, from their front end processes to their back end systems. That's why we've spent the last couple of years creating the next generation of products to ensure that when you're ready to move to the cloud, we're ready to take you there.

Most people use the cloud and don't even realise it.

We deliver online innovation to businesses

Businesses are moving to the cloud to take advantage of the reduced investment required and to give them flexibility to pay monthly.

With 30 years of expertise in accounting software, we've designed our next generation of online products to give you more freedom to run your business online, accessing critical information anywhere, anytime.

Sage has embraced this new technology and developed new feature rich solutions for businesses wanting their accounts in the cloud, even those with complex requirements. We know that software is vital to running your business profitably, so we're here to help you deliver better Return on Investment (ROI), make your business more profitable and give you more mobility, flexibility and security in running your business.

We know how important security is for your business. At Sage we work with trusted industry specialists to ensure that your data is protected, so you can sleep soundly at night.

About Sage
We've got the personal touch

All businesses are different and change over time. Recognising both these facts helps us shape our software to give you choices. So what makes us different from other software companies? We like to think it's the personal touch and the fact that we've got 30 years' worth of industry experience and customer trust.

We're a FTSE 100 company with 5.7 million customers worldwide. Our headquarters are in the UK, where we first started, and more than 800,000 of the UK and Ireland's businesses, including more than one third of the FTSE 100 choose Sage software.

We work with a country-wide channel network of over 1000 Partners and Developers, many of whom have been around for as long as we have. Our Partners and Developers are one of the many reasons customers choose Sage and we believe that we have one of the strongest and widest support networks in the industry. We aim to support our customers with exceptional service, delivering a fantastic customer experience.
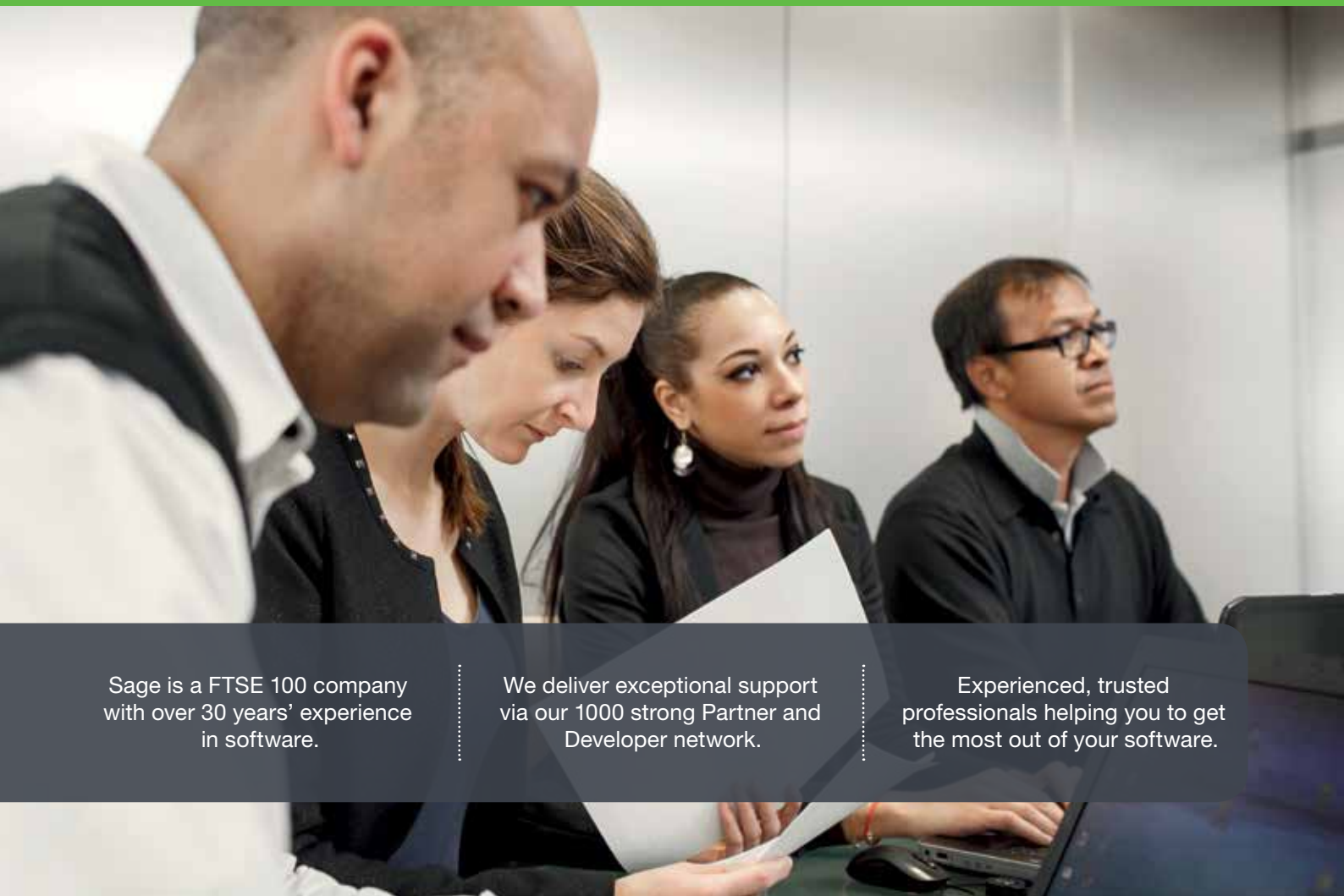
We give you the confidence that we're taking care of your accounts and the knowledge there's always someone nearby who understands your business, so you can focus on the important things.

Our extensive network of independent Developers create specific solutions and add-ons to help make our software work alongside your business' processes or industries.

So, if your business needs something that isn't exactly standard, our Developers are there to help.

Together with our network of Business Partners and Developers, we have the innovation and expertise to design, build and integrate solutions with Sage software so it meets your specific needs and business objectives.

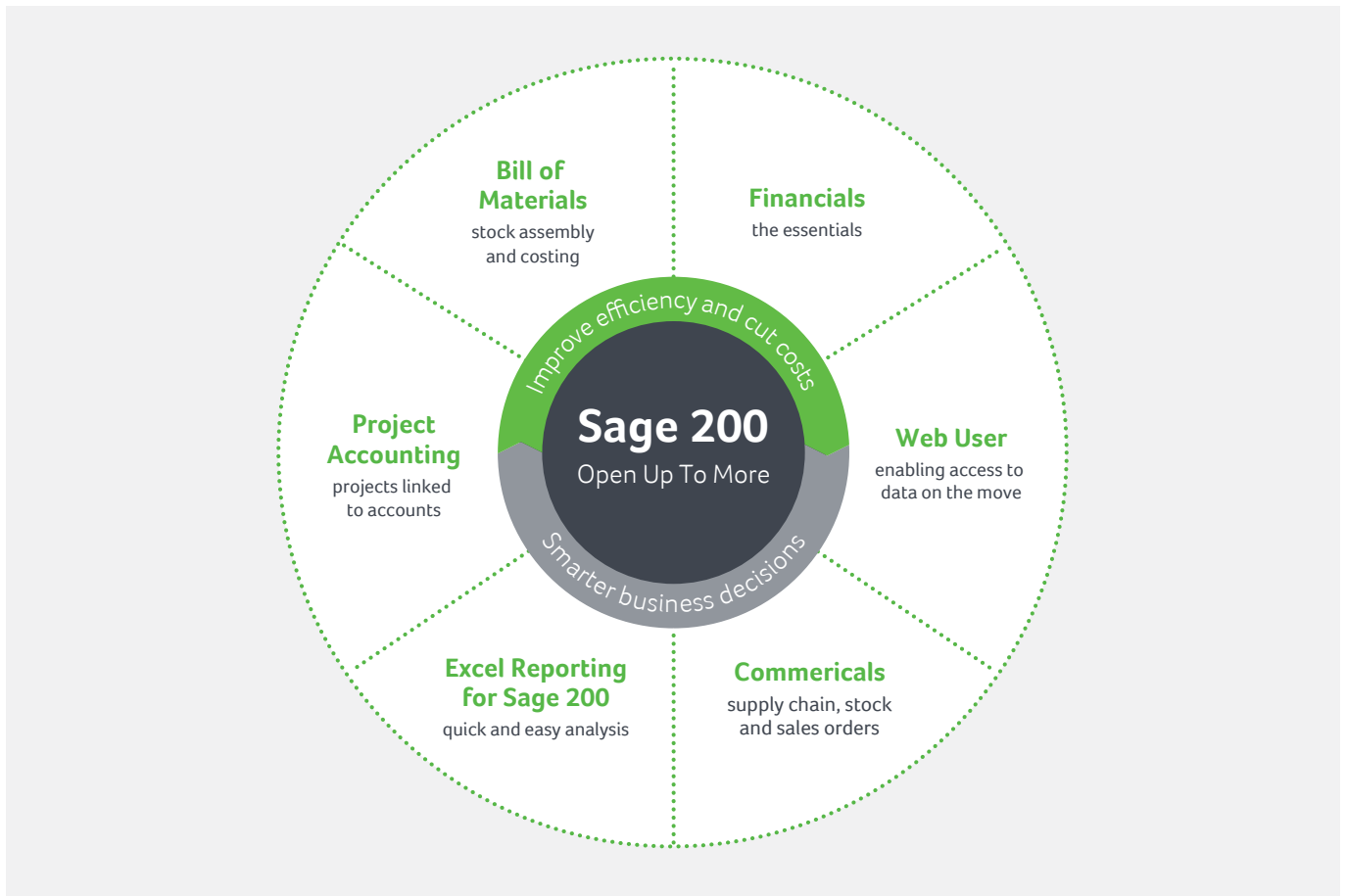So, whatever your business needs, we've got it.

Sage is a FTSE 100 company with over 30 years' experience in software.

We deliver exceptional support via our 1000 strong Partner and Developer network.

Experienced, trusted professionals helping you to get the most out of your software.

Sage 200
A solution for your growing business

Bill of Materials
stock assembly and costing

Financials
the essentials

Project Accounting
projects linked to accounts

Sage 200
Open Up To More

Web User
enabling access to data on the move

Excel Reporting for Sage 200
quick and easy analysis

Commericals
supply chain, stock and sales orders

Improve efficiency and cut costs

Smarter business decisions

Sage 200 Online

Sage 200 Online is a cloud-based business management solution for growing businesses, that's more than just accounts software.

The flexibility of Sage 200 Online means it can cater for businesses with around 10 to 200 employees and up to £50m turnover, across all business sectors.

Sage 200 Online delivers a greater depth of functionality for more complex businesses and you can pay monthly, enabling you to get up and running quickly.

Sage 200 Online brings together your business accounts, projects, stock traceability, timesheets and expenses in one system. It gives you the ability to track your costs, manage data and allocate expenses to specific jobs.

Plus, our new interactive dashboards for sales, purchases, sales orders and financials, give you a even greater view of the health of your business. Combine Google maps, charts and graphs or use Excel reporting for extra analysis of data.

Hosted on the Microsoft Windows® Azure™ platform, Sage 200 online provides you with the security you need to sleep soundly at night.

Reasons to choose
Sage 200 Online

Save money if you're upgrading your hardware

Many businesses consider moving to an online solution when looking to upgrade hardware or IT infrastructure. An online solution could save you significant amounts of money. In comparison to an on premise offering, you wouldn't need a server (as the hosting effectively does this for you) and therefore would save on the installation costs.

Depending on what you already have in place, you could save significant amounts of money upfront and ongoing with an online solution.

Improve staff flexibility and facilitate remote working

With your software in the cloud, you gain a great deal of flexibility. Instant, anytime, anywhere access, meaning you can query, report and gain insight into your data via a wide range of devices.

You can pay monthly

Sage 200 Online is ideal for small to medium businesses that want the flexibility to pay for their software on a monthly basis. You can scale up as quickly as you need to, so the software grows and adapts with you.

Paying monthly also gives you control to categorise this as an operational expense, meaning that if budget shouldn't be an issue if you want to get started quickly.

It's flexible to meet your business needs

Sage 200 Online is ideal for seasonal businesses that need to easily scale up or deliver software needs to meet the peaks and troughs of demand.

It can also be tailored to reflect your business processes with simple configurations or customisations that are just for you. You can go as far as you like, with easy to use applications such as workspaces, customised to your role so you have your own dashboard to refer to.

We have a dedicated channel of accredited experts who will support you right from the requirements scoping, customisation (if required), implementation and training.

Access and share your data, anytime, anywhere across your organisation

Because Sage 200 Online links with other areas of your organisation it gives people across the whole of your business access to accurate, timely information. Dashboards present the information you need to see, and present facts and figures in a meaningful way. What's more you can use the full power of Excel to extract and analyse data easily.

Integrates with your business applications

You can integrate Sage 200 Online with applications such as Windows 8® and Office 365, so you can have your whole office in the cloud. Or you can choose to connect with your existing on premise applications, so you don't have to move everything to the cloud if you don't want to.

If you have other business applications that you want to connect to Sage 200, one of our expert Business Partners can help. They will look at what you need and advise the best way to get your whole business working in the cloud as quickly as possible.

We securely deliver your software in conjunction with Microsoft

We've worked in conjunction with Microsoft to build the best online solution possible for your business. The Sage 200 Online application runs on the Microsoft Windows® Azure platform, which is hosted from data centres managed and operated by Microsoft Global Foundation Services (GFS). These data centres comply with key industry standards, such as ISO/IEC 27001:2005 for security and reliability.

The datacentres are based in Europe and are managed, monitored, and administered by Microsoft operations staff who have years of experience in delivering the world's largest online services. In addition to data centre, network, and personnel security practices, Windows® Azure incorporates security practices at the application and platform layers to enhance security.

You get automated data back ups as standard

We offer automated data back ups as standard with Sage 200 Online, so you don't need to worry about keeping copies of your data and you always have the information you need to hand.

We guarantee 24-7 availability

Our team of experts are working round the clock to monitor the service you're getting from us. We make sure that the platform and software are available 24-7 and we guarantee 99.9% service availability within our terms and conditions.

Get up and running quickly and easily

Our Getting Started homepage is designed for new users and includes one-click access to the help centre, so you'll quickly become familiar with the software and there's always help at hand. You'll find how-to videos, quick links to key functions and lots of useful information to help you use the software.

Financials
Managing your financial position

Ensure you know the financial position of your company at any point in time. Analyse historical trends and data to give you the accurate information you need to make critical business decisions.

Accurate and up to the minute finances

Be precise with your business finances. Track budgets, drill down into data and deal with all your VAT submissions.

Flexible accounting periods

Gain greater control over your accounting periods, with up to 20 accounting periods, which can be open, closed and re-opened as needed. You can also control the length of period and set up period structures in advance for future years.

Flexible nominal code structure

Enjoy the benefit of in depth analysis and reporting. Set up departments and cost centres as well as Profit & Loss, balance sheet and cash flow reporting with the option to group accounts for reporting purposes.

Make adjustments to previous year journals and roll changes forward to ensure your accounts are accurate and up to date.

Batch data upload

Enter a batch of journals and place transactions on hold for authorisation before committing them to the Nominal Ledger.

VAT flexibility

Choose VAT inclusive or exclusive prices. Online VAT submissions are built in, ensuring you comply with Her Majesty's Revenue and Customs (HMRC) regulations.

Save time with automated statements, standing orders and direct debits

Set up processes to send statements directly to customers. Get a view of all outstanding customer payments and invoices to help you maintain cashflow.
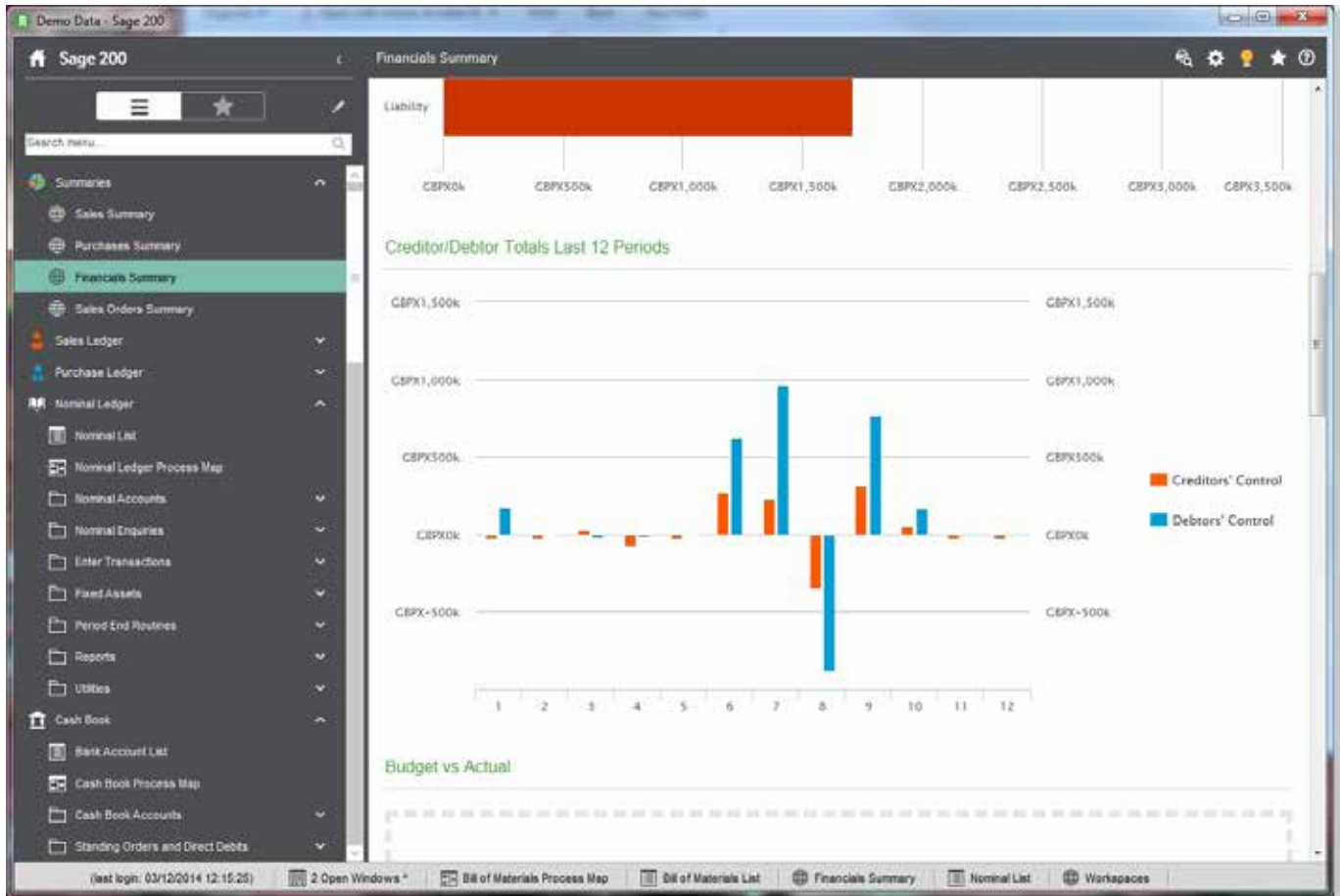
Easily and clearly view and track all standing orders and direct debits, with details of the day they are paid, frequency, number of payments made, number still to pay and much more.

Store unlimited customer and supplier contact details

Make sure the right information goes to the right contact by storing customer and supplier details, including phone numbers, addresses and websites.

Detailed reporting

Produce detailed reports by region, sales representative, industry type, customer rating account manager, partner and much more. Easily forecast and budget for customers, suppliers and projects.

Manage your cash flow

Effectively manage your cash flow with Sage 200 Online. Make sure you're up to date with the latest company information at your fingertips.

Bank reconciliation

Save time and eliminate rekeying by reconciling bank statements alongside your banking software. Reconcile statements with payment and receipt details, record discrepancies, transactions and charges all in one place.

See your balances

See at a glance the liquidity of your accounts using simple enquiries or workspaces, our easy to use data management tool.

Advanced multi-currency options

Manage all your foreign currency trading with ease, including exchange rate changes and their impact on business finances across all ledgers and cash book.

Move money from one bank account to another, and between currencies to maximise interest earned and minimise overdraft charges.

Understand how changes impact your cash flow

Get an accurate view of your financial status based on actuals and budgets for up to 5 years.

See your short-term and long-term cash position and quickly understand how unexpected delays and expenses will affect your cashflow.

New Interactive Dashboards

We've introduced brand new interactive dashboards for sales, purchases, sales orders and financials, giving you an even greater view of the health of your business.

Fixed Assets

We've introduced a Fixed Assets register to allow you to effectively record assets and manage depreciation with either straight line or reducing balance methods.

You can view this via a new workspace or choose from two reports for details and valuation.

Excel Reporting for Sage 200
Better reporting and more detailed analysis

We know how important it is to have the right tools and functions to hand, to make finding and interpreting information about your business easy. With this in mind, Sage 200 now comes with reporting in a format you know already how to use – Excel™.

This customisable reporting tool allows you to take data from Sage 200 and filter, format and formulate within the familiar environment of Excel.

You can also add your own data to workbooks along with charts and formulas; workbooks can easily be uploaded in one click and you can run them time and time again with refreshed data. Sage 200 makes it as easy as possible to get updates on your business data and access deeper analysis where required.

This intuitive tool is easy to use, meaning you get the information you need in a format you are familiar with.

A number of reports are provided out-of-the-box including nominal, customer, supplier and stock. For those you require more in depth analysis on a particular business function, such as financials or stock levels, we offer additional Excel reports and packs at an additional cost.

"

Sage 200 Online's advanced reports have been customised especially to fit our needs and have been invaluable, as we are unique in what we do and the way we operate. Being able to access Sage 200 Online via a browser means that updates are automatic so we can see exactly where the sales are at any point in time".

Michelle Crossley, Fundraising Director, Circus Starr

Excel Reporting for Sage 200

Take these areas of the programme into Excel where you can pivot and analyse in more detail.

Free Excel Workbooks

- Nominal accounts
- Customer accounts
- Supplier accounts
- Stock records*

Optional Reports available when you subscribe to Sage 200 Excel Reporting:

Nominal Transactions

Nominal Waiting Postings

Nominal Held Journals

Nominal Archived Transactions

VAT Transactions

Supplier Transactions

Supplier Batched Transactions

Supplier Suggested Payment

Supplier Turnover by Period

Supplier Archived Transactions

Customer Transactions

Customer Batched Transactions

Customer Reversed Charge VAT Transactions

Customer Turnover By Period

Customer Archived Transactions

Cashbook Transactions

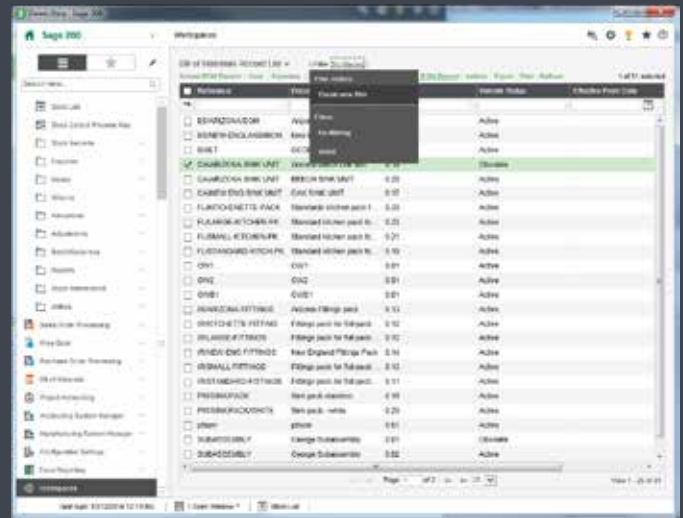Stock Transactions

Optional top ups

Excel Report Packs that you can choose to add if required:

Stock Pack - reports covering stock allocations, stock period values, stock cost history, movements and much more

Financial Data Layouts Pack - includes trial balance, revenues, expenses, assets and liabilities

Workspaces
Access critical data out of the office

Sage 200 workspaces bring key information together on one screen.

Workspaces provide different people across your organisation relevant information quickly and easily and are customisable, so you can configure them to suit different job roles and responsibilities.

Workspaces are very simple to navigate. You can quickly and easily drill down from top level to more detailed information. For example. you can select a customer account on a workspace and from there see the transactions that customer has made.

They're easy to customise

- Add and remove data fields

- Quickly filter and sort information using advanced filters that can be saved and shared with other users

- Save time by automatically populating customer details within the form

- Print workspaces data and related reports

- Customise the layout and content of the workspaces using the Workspace Designer, so it fits to the way you work

- Access data online from external sources alongside your Sage 200 Online data on one screen

- Integrate Sage 200 with other systems - such as Google Maps, websites or stock catalogues - so everything can be accessed on a single screen.

"

I can log in every day and see our account data and record transactions, and I can do that from anywhere with the software installed on my PC. I don't have to worry about the back end at all."

Darren Reynolds, Director, Slick Machine

Commercials
Managing your supply chain

Sage 200 Online is designed to help you manage every element of your supply chain with a sophisticated stock management system that's fully linked to your financial data.

Purchase Order Processing fully integrates with Stock Control, Purchase Ledger and Sales Order Processing, so you'll know that goods are available to your customer as soon as you receive them. You can respond quickly and efficiently to customer demands and be agile about products and pricing to maintain loyalty and satisfaction.

See the full story of an order

Sage 200 Online supports complex supply and delivery models. Select different delivery addresses per order line; specify different delivery addresses to one supplier and see price negotiation data – invaluable information that helps orders run smoothly.

Source goods worldwide

Source goods worldwide, purchasing in up to 100 different currencies. View individual costs and overall order costs associated with importing goods on a purchase order.

Make sure business doesn't stop without you

Apply authorisation limits and alerts to keep orders moving while you're busy. If you're out of the office, authorise orders remotely via a secure web user. Reject unexpected or incorrect deliveries, highlighting any discrepancies with invoices and allow for costs that are already committed.

Compile order lists based on purchase orders

If you prefer to create your Purchase Orders manually, Sage 200 Online can help you save time by compiling lists of what you should order, based on shortfall, and what you need for back-to-back orders. You can then decide who to buy from.

Keep a running total

It's easy to spot errors as you go, as our online solution calculates a running total when you're matching invoice line items to orders.

Record disputes

Flag up any invoices "under dispute" and they won't be updated to the Purchase Ledger until the dispute is resolved.

Commercials
Managing your stock

With Sage 200 Online you get a complete inventory and warehouse management solution to help you optimise stock levels, keep costs down and deliver what your customers want.

Easily control your stock

Quickly and easily access your stock record details, including supplier details, stock levels at each location and pricing information. Pinpoint where your products come from, where they are now, when they were sold and at what price.

Control stock items by serial or batch number, include criteria like 'sell-by' and 'use-by' dates, as well as specifying your own information for each item. Monitor stock movements and traceability.

Work with different quantities, for example buying tiles by the pallet, storing them by the box and selling by the square metre.

Set up unlimited categories for reporting purposes or to help you locate your products during the sales order entry process.

Effectively manage your suppliers

Get the best deals from suppliers by recording details of price history, lead time, part reference and purchase history, for each stock item. Useful if you need to source an item from another stockist.

Manage your business effectively across multiple locations

If your business works across more than one location, you can manage each location independently for things like replenishment, sales, reporting and stock takes. Realign stock levels quickly and accurately, and gain a complete view of the stock held in your business. And account for extra costs such as customs duties.

Track your stock

Keep track of your stock by flagging up any inactive stock items. They can't be ordered but stay on the system so you can review their full history. And improve efficiency and maintain budget control by keeping track of internal stock movements.

Count the most valuable items or particular products in stock and quickly find stock items by name or reference number when you're dealing directly with customers over the phone.

Manage your stock

When you enter a sales order for an item that's not normally held in stock, Sage 200 automatically raises a purchase order to the item's supplier. Or you may choose to use stock that's on-hand first, making sure you efficiently manage and control your stock. Deliver items to a number of delivery addresses, including your premises, customers and suppliers.

Improve efficiency, cut costs and improve customer service

Reduce time taken from order to shipment by choosing to ship direct to your customer from a supplier. Reduce order time for your most important customers by allocating stock to orders as soon as they are received. This gives you the freedom to prioritise your most important customers and keep them happy.
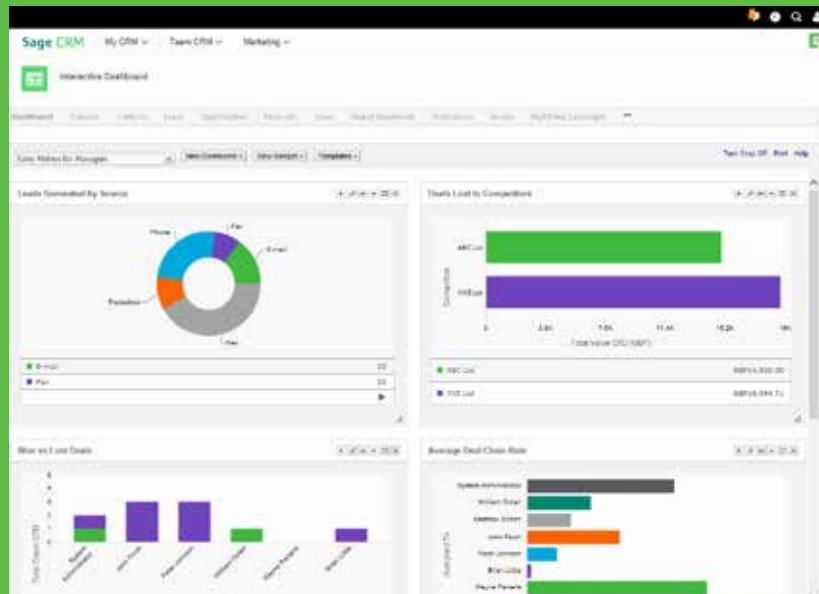
> **"** As our business has expanded, it has grown in complexity and Sage 200 has helped us streamline our business processes. We have a better springboard for going forward."
>
> **Steve Lorton**, Commercial Director, Paultons Park

Commercials
Managing your sales orders

From raising a quotation or order to checking stock, delivering goods and raising invoices, Sage 200 Online gives you complete control of your entire sales order process.

When you enter a sales order for an item that's not normally held in stock, Sage 200 Online can automatically raise a purchase order to the item's supplier. Or you may choose to use stock that's on-hand first, making sure you efficiently manage and control your stock.

Automatically produce all the documents you need including delivery notes, invoices, picking lists and acknowledgements as part of the sales process. Deliver items to a number of delivery addresses, including your premises, customers and suppliers.

Rapid order entry

For standard pricing and delivery addresses, enter your orders in just a few keystrokes and get the goods on their way.

Flexible ordering options

If you need to record more information, switch to full order entry so you can change discounts and add non-stock items. With trade counter order entry, you can create an order, allocate and dispatch stock and print an invoice all in one process.

Manage discounts and margins

Give authorised staff the tools to negotiate on prices. See any changes to cost pricing and view the profit on any item or trace discounts over time.

Match your stock to your customers' needs

Search for stock items to match your customers' needs during the sales order entry process. Tailor invoice layouts to individual customers or suppliers.

Work with stock and sales

Handle pricing and credit control efficiently with sales order processing linked to your stock price book and sales ledger. When orders are processed, all the relevant information is updated including stock records, customer balances, VAT return and management reports.

Manage multiple currencies and exchange rates

When customers place orders in their own currency, you control the exchange rates and apply them at order entry or invoice stage, so you manage the risk of exchange rate fluctuations.

Create new accounts and quotes easily

Use existing templates to quickly create quotes and accounts for new customers. Create pro forma invoices and convert them to sales orders.

Support simple or complex pricing

Easily apply discounts, promotions or price band schemes to multiple customers (even with multiple currencies). With unlimited price bands for each stock item it's easy to understand and maintain prices by units of measure (e.g. bottle, case and crate) adapted to your business. Sage 200 Online can also validate your pricing schemes, making sure you maintain sensible margins.

Maintain profit

Analyse products down to customer or supplier levels, viewing profitability by order or by individual item lines.

Project Accounting
Managing your projects

Sage 200 Online helps you control your costs and maximise your profits by understanding the detail of each and every project you manage.

Improve customer satisfaction with accurate bills delivered by capturing and allocating projects costs, overheads and revenues. And collect timesheets and expenses information online from anywhere, saving time and ensuring accurate payments.

By helping you understand the income and expenditure of each project, Sage 200 Online supports your decision making, giving you the information you need to improve profitability.

Gain a single view of your projects

Make the most of your time, by tracking multiple projects based on time and materials, fixed price contracts or a combination of both. Share information with other areas of your business to save time and reduce administration costs. For example, convert sales orders and quotations into projects, while ordering and allocating stock for those projects. Or track time and resources and link the results to your Sage 50 Payroll system.

Work the way your business does

- Give project managers control by allowing them to raise and authorise purchase orders
- Set up project structures that suit the way your business works with unlimited parent and sub projects
- Name and configure fields to match your business needs
- Add an unlimited number of additional fields and define their function
- Get the right information to the right people with workspaces designed for different users
- Integrate project accounting with accounts, sales and purchase order processing, and Sage 50 Payroll

Effectively manage your resources

If your projects involve charging for people's time, Sage 200 Online can easily capture the information you need.

- Capture timesheet information and expenses via batch entry or remotely online
- Make sure timesheets and expenses are accurate before they are entered by creating authorisation processes
- Pay and work with contractors in the same way as suppliers if needed
- Analyse expenditure by employee or contractor, and by type of work and/or project
- Reduce errors and the need to rekey information by sharing employee and timesheet detail with payroll
- View, authorise and print timesheets and expenses online

Drive accurate and flexible billing

- Flexible billing schedules that can differ by project and by customer, showing when a customer should be invoiced and for how much
- Simple to use templates that simplify billing management
- Manual or automatic bill production to save time and effort
- A detailed breakdown of all project costs, so project managers can check for accuracy, reducing the risk of complaints and encouraging prompt payment

Work in Progress (WIP)

We understand that businesses who manage projects or charge on a time basis and need to be able to see the true profitability of a project such as design agencies or construction companies.

Work In Progress (WIP) allows you to post costs to the associated nominal codes and show costs as finalised alongside revenues posted to the P&L; providing you with more control over your project costs.

"

After going live with Sage 200 Online, everything went as planned. We had about half a day's training and the features were very familiar to the ones we'd used before, so it was pretty straightforward."

Russell Boldock, Accounts Manager, ECS

Bill of materials
Light manufacturing

Sage 200 Online Bill of Materials offers the flexibility to choose an additional module that specifically caters for light manufacturing requirements.

Bill of Materials is ideal for businesses involved in light manufacturing assembly; it can help break down complex processes and can split your business up into distinct areas with the ability to report by area.

Deliver products on time and on budget, while managing cash flow throughout the entire manufacturing and delivery process.

Improve business efficiency

Sage 200 Online helps you save time and resources, by providing accurate and detailed cost analysis as well as component requirements by individual product lines, helping you deliver more products on time.

Bill of Materials also supports assembly, repackaging of bulk items, resource planning, and scheduling work and materials ordering.

Reduce costs

Reduce lead times and errors by allocating processes and resource times as well as using an unlimited component structure, so you have a detailed view of your BOM process at a glance. Helping you to maintain control over costs and identify quickly if your production is over budget.

Keep up to date with the latest regulatory requirements

Monitor quality standards in line with regulations such as ISO and trace serial numbers and batches back to suppliers and key components.

Offering you more options...

If our Sage 200 Online solution isn't for you and you want additional functionality, we also offer an on premise solution, which is implemented on site.

This software offers more in depth features such as:

- Customer Relationship Management for full end to end contact management, giving you a 360 degree view of your customers and your business

- In depth manufacturing providing visibility of the shop floor and accurate resource planning to standardise and streamline production and work more efficiently

- Business Intelligence, giving you a further analytical tool for in-depth analysis and data tracking

You'll have peace of mind that we'll talk you through the Sage 200 product range, making sure that you understand what best fits your business needs and what payment schemes are available.

" The professionals at Sage and their partners are more capable of maintain availability and reliability than any technicians I could hire in my business."

Darren Reynolds, Director, Slick Machine

Sage 200 Services
Offering your business more advice, more insight, more success

At Sage, we believe that helping you achieve business success is about more than just great software.

Part of the on premise solution, Sage 200 Services is designed to give you the insight and advice that you need, before you even know you need it, and provides you with a network of connections that will support your business today and for the future.

This service gives you a whole host of benefits including access to the Report Design Service, providing you with up to three customised reports each year; each one is individually tailored to your business' needs.

You'll also get access to a library of 'How to' webinars on a range of topics including product hints and tips, business advice and current legislation.

What's more, you'll have access to the Sage 200 Ideas Hub, giving you the opportunity to shape the future of the software by contributing to the wish list.

Overview of Sage 200 range

Module	Functionality	Sage 200 On premise	Sage 200 Online
Financials	The essential financials package to manage your cashflow with the 4 key ledgers	✔	✔
Commercials	Stock, POP and SOP, price lists, price book and managing your supply chain	✔	✔
Business Intelligence	Powerful trend analysis and intuitive reporting. Simple to create your own reports and dashboards	✔	
Workspaces	For data mining and reporting. Use simple dashboards and customisable views to find the information you need, specific to your role	✔	✔
Customer Relationship Management	For sales and marketing automation, pipeline management and marketing campaigns	✔	
Project Accounting	For managing projects and customer/supplier relationships. View profitability and easily view costs v budgets at a glance	✔	✔
Web Timesheets and Expenses (access online)	Enter, print and authorise timesheets and expenses online. Links with Sage Payroll	✔	✔
Bill of Materials	For simple manufacturing processes	✔	✔
Manufacturing	For complex manufacturing processes – full Manufacturing Resource Planning solution	✔	
Excel Reporting	Better reporting and more detailed analysis	✔	✔
Sage 200 Services Standard	A whole host of benefits, giving you access to advice and insight to help grow your business	✔	
Sage 200 Services Extra	With two free web users and access to Excel Reporting	✔	

If you're interested in finding
out more please contact our team on:

Tel: **0845 111 9988**
Email: **customer.development@sage.com**
Web: **www.sage.co.uk/Sage-200**
or contact your business partner

sage